

Report Date: 10 Feb 2016

**Summary Report for Individual Task
805C-42A-4023
Review the Awards and Decorations Program
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are assigned as the Senior HR NCO and have responsibility for the awards and decorations program for your unit. You have access to AR 600-8-22 (Military Awards), FM 1-0 (Human Resources Support), ATP 1-0.1 (G-1/AG and S-1 Operations), Joint Pub 1-0 (Joint Personnel Support), DA Forms 638 (Award Recommendations), appropriate MILPER/ALARACT messages, and standard office supplies. This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, identify award processing guidelines, determine eligibility and approval authorities, verify award submission data, maintain accountability of all award / badge recommendations, complete Part V of the DA Form 638, and advise personnel on awards procedures.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You receive a recommendation for award that requires review and processing.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify guidelines for processing awards.
 - a. Time limitations for submission.
 - b. Qualifying periods of service.
 - c. Only one award is given for the same act, achievement, or period of meritorious service.
2. Identify eligibility and approval authority for:
 - a. Army individual awards.
 - b. DOD individual awards.
 - c. DOD service medals and ribbons.
 - d. Individual service medals and ribbons.
 - e. Foreign awards and what medals are authorized for wear.
3. Verify accurate data on award submission.
 - a. Ensure supporting documents are included if required (i.e. narratives, citations, SIGACTS, story boards, DA Form 1156, Casualty Reports, etc).
 - b. Ensure that all award recommendations adhere to policy and procedures of higher headquarters.
 - c. Verify data and format of DA Form 638.
4. Maintain 100% accountability of all award / badge recommendations
 - a. Establish a tracking and suspense system.
 - b. Maintain copies of all approved awards/orders and certificates in the S-1
 - c. Upload approved awards/orders into the Soldier's iPERMS file.
5. Ensure completion of Part V of the DA Form 638.
 - a. Orders issuing headquarters.
 - b. Permanent order number is assigned IAW AR 600-8-22.
 - c. Orders issuing authority is properly listed and signed.
 - d. Proper distribution is made.
6. Advise personnel on procedures for awards.
 - a. Award of decorations, service medals, and badges to:

(1) Soldiers.

(2) Civilians.

b. Approval authority.

c. Proper planning procedures during the transition phases.

d. Areas of heightened importance during combat operations are processed IAW with regulatory guidelines.

(1) Posthumous awards.

(2) Medal of Honor recommendations or other awards for valor.

(3) Purple Heart recommendations.

(4) Combat badges.

(5) Unit awards.

(6) Award of U.S. decorations to foreign personnel and foreign awards to U.S. members.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified guidelines for processing awards.			
2. Identified eligibility and approval authority.			
3. Verified accurate data on award submission.			
4. Maintained 100% accountability of all award / badge recommendations			
5. Ensured completion of Part V of the DA Form 638.			
6. Advised personnel on procedures for awards.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-22 (Change 002 06/24/2013 204 Pages)	Military Awards (*RAR 001, 09/15/2011) (002 06/24/2013 204 Pages)	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No
	JP 1-0	Joint Personnel Support	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved
171-133-5319	Manage Administrative and Personnel Actions	171 - Armor (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None